22 September 1982

MEMORANDUM FOR: Chief, Teleprocessing Branch, ED/ODP

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Chief, Word Processing Section
Teleprocessing Branch, ED/ODP

SUBJECT: Wang Study of ODP Office Automation Requirements

1. The Wang Study of ODP Office Automation Requirements recommended that ODP acquire (8) Alliance 250 Systems with 112 work stations and 37 printers. The total cost to purchase this equipment would be $632,190. Maintenance costs would total $133,284 for FY83, (Maintenance costs would increase by 5% per year through FY86).

2. After discussons with the Wang personnel involved in this analysis, it became apparant that the conclusions of this study reflect the ideas and decisions of the various ODP managers and do not constitute an independent assessment of the actual office automation requirements of ODP. For example, Wang would not ordinarily recommend the one-for-one configuration that was included in the study for the ODP/Front Office. However, the study does serve a useful purpose in compiling the configuration data for the ODP-proposed systems in order to better evaluate the total cost of the equipment, as well as, to assess the impact on other resources, such as space, power, and communications.

3. The components of the office that were included in the study are listed below:

a) ODP/Front Office - 2 Alliance Systems, 4 disk drives, 32 work stations, 8 printers, 1 Wise box (Total Purchase Cost $169,875).

b) Processing Division (Front Office, Customer Services, Operations and SPD) - 1 Alliance, 2 disk drives, 15 work stations 9 printers (Total Purchase Cost: $96,075).

c) Production Division - 1 Alliance System, 2 disk drives, 7 work stations, 4 printers (Total Purchase Cost: $55,860).

d) Applications (Front Office and Development Division) - 2 Alliance Systems, 4 disk drives, 8 printers, 1 Wise box (Total Purchase Cost: $160,440).

e) Applications (Quality Assurance Division and Support Division) - 2 Alliance Systems, 4 disk drives, 28 work stations, 8 printers (Total Purchase Cost: $149,940).

4. There are a number of concerns about this proposal:

a) Should this quantity of devices be acquired before SPD developments provide the various communications interfaces between other Agency computer systems?

b) Would there be sufficient activity on the large number of work stations without an office-wide electronic mail capability?

c) Is it cost effective to acquire a work station for a manager who will only use the calendar and notebook capability? Is the manager willing to take the Alliance training course?

d) Is ODP prepared to send over 112 ODP empolyees to 8 days of Alliance training at $165 each (Total Training Cost: $18,480; Total Work Days 896)?

e) Are ODP managers prepared to task personnel to administer the systems (For each system, one person full time for two months, 25% thereafter); to exploit the Alliance System capabilites (full time)?

f) Are the present limitations of the Alliance records management system (Visual Memory) being taken into account when assessing the feasibility of implementing various applications?

g) Has conversion of large manual file systems been taken into account in planning (such as personnel files)?

h) Have space requirements for the 58 work stations and 16 printers for Applications (where many of the work stations are shared) been included in the Application's plan for relocation?

5. In the absence of any justification study, I would recommend that ODP, at least, adopt a phased approach for acquiring this equipment so that the need for the large number of proposed devices can be documented and the usefullness of the Alliance software can be better assessed. Until the SPD developments for the Alliance System have been completed, it does not appear that there are sufficient capabilities present in the Alliance System to warrant the acquisition of the proposed systems for such large number of non-secretarial personnel.

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